



CITY OF BELMONT PARKS AND RECREATION

Enhancing the Quality of Life for the Community

OFFICE ASSISTANT II

IS THIS JOB FOR YOU?

The mission of the Parks and Recreation Department is to enhance the quality of life for the community and we take this job seriously. We are looking for someone with a **passion for parks and recreation** and is committed to the mission.

With the high volume of public contact required in this position, **communication is key**, whether on the phone, email, or social media. As the initial point of contact for the public, the ideal candidate **must enjoy customer engagement** and promoting recreational opportunities. In addition to the essential functions and qualifications identified in the job description, there will be an emphasis placed on **providing outstanding customer service**, possessing general knowledge of community based recreation programs and events, and promoting facility rental opportunities.

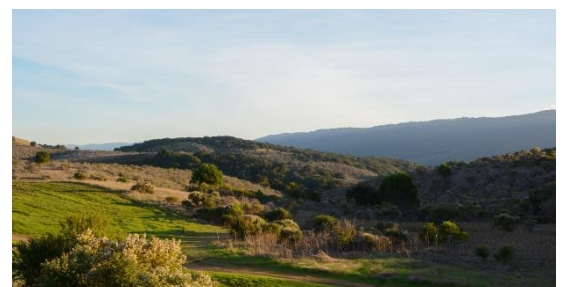
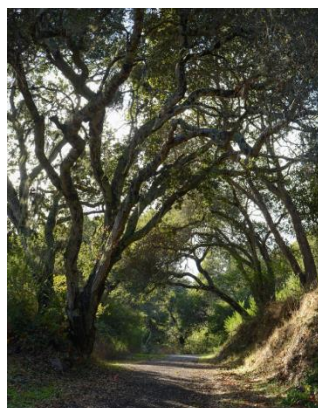
Previous volunteer, internship or work experience in event planning and/or recreation programming and marketing; and the use of recreation registration/facility software is highly desirable.

COMPENSATION AND BENEFITS

- \$4,608.33 - \$5,601.45 per month
- City paid Kaiser family coverage (other options available at nominal employee cost)
- CalPERS Retirement
- Monthly City contribution to your 457 Plan
- City paid employee vision, dental and life insurance (nominal fee to add dependents)

APPLY NOW!

For detailed job description and application please visit www.CalOpps.org



The City of Belmont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.